

## Instructions For Grant Reimbursement Grant Program

***Important revisions have been made. Review all instructions completely.***

1. Read the Memorandum of Agreement form (MOA), the Authorized Agent must initial the first two pages and complete the Verification portion on the third page and submit within sixty days after receiving the **Award Letter and Award Page**. The Office of EMS (OEMS) will sign the form and send the original back to your agency, please keep a copy for your file.
2. **NEW REGULATION:** As per State of Virginia audit requirements, grantees must submit the front page of the letter provided by the IRS issuing their Federal Identification Number (FIN). If your organization has recently become a Not-For-Profit organization and has not received a FIN, reimbursement cannot be processed until documentation showing the issuance of a FIN can be submitted.
3. Purchase item(s) awarded as stated on the Award Page. You must comply with any special conditions attached to your Award Page and all terms on the Memorandum of Agreement form. Purchase(s) **must** be made after the commencement of the grant period and completed prior to the end of the grant period. Grant periods are twelve (12) months in length and expire on either June 30 or December 31 of each year. Confirm grant period on your Award Page.
4. Reimbursement of grant awards - Submit a copy of an itemized, dated, numbered vendor invoice(s) to OEMS for reimbursement. Invoice(s) are to be submitted to OEMS within sixty days after the item(s) are received by grantee. Any grant for which appropriate proof of purchase has not been received within sixty days after the grant period ends will be considered expired.
5. Equipment Status/Final Report Form must be submitted to OEMS within sixty days after the equipment /project is received/completed by grantee. All items must be listed on your report form with a serial number provided if applicable. **If a vehicle was awarded, a copy of the title must be provided.** This applies to grants under the Rescue Squad Assistance Fund.
7. Item(s) awarded can't be sold, transferred or disposed of within five (5) years of purchase, without **prior** approval from OEMS. See award page for additional grant conditions.
8. Any questions can be directed to Amanda Davis, Grant Manager at (804) 888-9106 or Linwood P. Pulling, Grant Specialist at (804) 888-9105.

### Federal Identification Number Information

To obtain information on becoming a 501c3 agency, you should request Publication 557, "Tax-Exempt Status For Your Organization." This publication can be obtained by contacting your local IRS office or you can order it by calling 1-800-829-3676.

Internet users can use the following:

Telnet	fedworld.gov
File transfer	ftp.fedworld.gov
World Wide Web	www.ustreas.gov